


<b>POLICY # 307</b>	<b>SUBJECT: Departmental Shadowing Program</b>
<b>EFFECTIVE DATE: December 8, 2004</b> <b>REVISION DATE: June 23, 2017</b>	Page 1 of 4
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## **DELAWARE CHILDREN'S DEPARTMENT POLICY**

### **I. PURPOSE**

The purpose of the Shadowing Program is to provide employees of the Children's Department an opportunity for professional growth and development by shadowing another Department employee in another position or division.

### **II. POLICY**

It is the policy of the Department to encourage the professional development and growth of employees by encouraging them to gain an understanding of the functions of staff in other positions within their own division or other divisions in the Department. Shadowing may be included as a desired training or education experience in the employee's annual Professional Development Plan.

### **III. PROCEDURES**

- A. An employee who wants to shadow another Department employee should consult with their supervisor to identify a specific person or position to shadow and outline their goals for shadowing.
- B. The supervisor of the employee who wants to shadow should contact the supervisor of the employee to be shadowed to discuss the request to shadow. The supervisor of the individual to be shadowed will determine if their employee has time to serve as a shadow and verify that the most recent performance review of the staff to be shadowed was at least at "meets" expectations". The Supervisors will agree on the anticipated length of time for the shadowing to occur. Both supervisors will ensure that shadowing does not negatively affect safety, security and/or confidentiality.
- C. Once an individual is identified who meets the criteria above in III. B, that employee's supervisor should obtain their input into whether they would like to be shadowed. Serving in the role of shadow is voluntary.
- D. Once an individual is identified and has agreed to be shadowed, the employee requesting to shadow will complete the first section of the Department Shadowing Program form (Appendix A: Before Shadowing) including obtaining the signatures from their supervisor, the person to be shadowed and the supervisor of the person to be shadowed.
- E. After the shadowing experience is completed, the employee and their supervisor shall have a debriefing session to discuss the shadowing experience. The employee then completes the second part of the Shadowing Program form (Appendix A: After Shadowing) and provides a copy of the completed form to their supervisor and to their Human Resources Technician.
- F. Participation by an employee in the Shadowing Program who seeks to shadow another DSCYF staff person is limited to one occurrence per calendar year.

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G. An employee may be shadowed more than one time per year with supervisory approval.

**IV. RESPONSIBILITY FOR THIS POLICY**

Human Resources is responsible for providing guidance regarding this policy.

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***APPENDIX A: DSCFY SHADOWING PROGRAM FORM***

**Complete This Section Before Shadowing:**

**Employee Name:** Click or tap here to enter text.**Job Title:** Click or tap here to enter text.

**Person and/or Position to be Shadowed:** Click or tap here to enter text.

**Date(s) of Shadowing:** Click or tap to enter a date.

**Setting (facility, unit, functional area):** Click or tap here to enter text.

**Employee Expectations of Participation in Shadowing Program:**

Click or tap here to enter text.

**Questions the Employee will ask the Person being Shadowed:**

Click or tap here to enter text.

**I have review the Department's Confidentiality Policy located online ☐**

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Employee's Supervisor Signature/Date

\_\_\_\_\_  
Person Shadowed-Signature/Date

\_\_\_\_\_  
Person Shadowed Supervisor's Signature/ Date

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**Complete This Section After Shadowing:**

**What Did the Employee Learn?**

Click or tap here to enter text.

**Summary of the Debriefing Session (by employees and their supervisors):**

Click or tap here to enter text.